

Concord Zoning Board of Appeals Application Checklist

Property Address: _____

Applicant Name: _____

Information to be submitted with application:

Recommendation from: (if applicable)

- ☐ Planning Board
- ☐ Natural Resources Commission
- ☐ Historic Districts Commission
- ☐ White Pond Advisory Committee

- ☐ **Check made payable to the Town of Concord for \$**_____

- ☐ **Written description of proposed changes:** This should include a thorough description of the existing conditions or use; the proposed changes, including proposed use changes and any other relevant information that the Board may need in reviewing the application. For a renewal of a special permit, submit a copy of the current special permit decision and related documentation.

- ☐ **Proof of when house or structure was built:** This can be most conveniently obtained by copying the Assessor's Data Sheet of the property available in the Assessor's office.

- ☐ **Basic site plan:** This plan should include the property boundaries, outlines of existing buildings and structures; outlines of proposed buildings and structures; existing and proposed pavement areas; and existing and proposed easements. This plan should be prepared and stamped by a registered land surveyor.

- ☐ **Detailed site plan:** This plan should include the same information as the basic site plan plus, in addition, all public and private utilities on-site; existing and proposed curb cuts; and dumpster locations; and any other information relevant to the petition. This plan should be prepared and stamped by a registered land surveyor.

- ☐ **Certified Plot Plan** showing closest points of structure to each lot line. This plan should be prepared and stamped by a registered land surveyor.
- ☐ **Parking layout:** Submit dimensioned existing and proposed layout, including stall delineations. (9 foot by 22 foot dimensioned parking spaces)
- ☐ **Wetlands and flood plain conservancy district delineation:** This information is available from the Town. Actual 100-year flood elevation requires a registered land surveyor. Actual wetlands delineation requires a wetlands scientist.
- ☐ **Landscape plan:** Include type and size of plant material proposed to be planted, plus outline of planting beds.
- ☐ **Photographs:** Photograph the area proposed to be changed from various angles and show on the site plan the location from which the photos were taken. Include views of abutting property. Photos should be mounted on an 8-1/2" x 11" page. Five copies should be submitted.
- ☐ **Sign details and location:** Show the location of existing and proposed signs on the site plan.
- ☐ **Floor plans:** Include existing and proposed layout, drawn to scale and dimensioned.
- ☐ **Building elevations:** Show existing conditions and proposed changes drawn to scale.
For Architectural plans, anything other than one and two family residential developments, **ALL** plans must be prepared by a MA Registered Architect.
- ☐ **Other:** _____

Number of copies that must be submitted with application:

- ☐ Ten (10) copies of the completed application
- ☐ Ten (10) copies of all supportive materials
- ☐ Two (2) full size copy of the plan(s) showing all requested information, including floor plans & elevations
- ☐ Eight (8) copies of an 11" x 17" reduction of the plan(s)
- ☐ One copy of the Abutters List Request Form stamped by the Assessor's Office